



Tacoma Civil Service Board
Meeting Minutes (Amended)

Date and Time: May 5, 2022 at 5:00 PM
Location: By Zoom teleconference
Vice Chair: Dan Sexton
Coordinator: Wendy Hobson

Call to Order:

Vice Chair Dan Sexton called the meeting to order at 5:00PM. Board Members Hansen, Heller and Klein were present. Also present was Deputy City Attorney Martha Lantz.

Vice Chair Sexton: So, we've already had our Oath for our new Board Member. We want to welcome Board Member Klein. Would you, uh, care to say anything?

Board Member Klein: Well, I appreciate the opportunity to be part of this team that fills an important role in the City. And, as I was mentioning to you earlier, I watched and looked at some of the comments from you Board Members and the theme in this was public service and being fair and doing right. I look forward to contributing to an organization whose focus is those kind of important things for the City of Tacoma. And, for those who may not know me, I worked for the City of Tacoma for 28 years.

Vice Chair Sexton: Great. And I see, uh, Board Member Heller joined us. I might have missed that in the roll call, but, uh, good to have you here.

Approval of April 7, 2022 minutes:

Board Member Hansen motioned to approve; Vice Chair Sexton seconded the motion. With no discussion, a voice vote was taken.

VOICE VOTE: 2 AYES, 0 NAYS, 2 ABS (KLEIN / HELLER). THE MINUTES OF APRIL 7, 2022 WERE APPROVED AS WRITTEN.

Communication for Information:

Wendy Hobson: For the Harris appeal, I have this on the agenda this evening just to communicate with you that I had not heard from Mr. Harris. I had made repeated attempts to reach him by email, left him a message. After the agenda was sent out, he did finally respond, and he prefers to go ahead and move forward with a Zoom hearing. He does not want to wait until the Emergency Proclamation is lifted. So, with that, we can go ahead and schedule.

Board Member Heller: Vice Chair Sexton?

Vice Chair Sexton: Yes, Board Member Heller.

(Both Vice Chair Sexton and Board Member Heller both speaking.)

Board Member Heller: -----my objection. The City Council is meeting in person, the Public Utility Board is meeting in person and the Civil Service Board needs to meet in person, as well. These type of appeal hearings are crucial and critical to the Board's work, to the functioning of the City, to having a fair and thorough process. We've tried it. It does not work well. Um, and I believe that we need to set this hearing for as soon as possible, like the City Council and the Public Utility Board. We need to have this hearing in person. I understand that it makes sense to do virtual meetings when we don't have a lot of meat in our agenda, but for these important, critical type of meetings where we're actually hearing appeals, we need to be sure that we are all functioning, that we can hear everything that's going on, and that they can hear us. We need to meet in person.

Vice Chair Sexton: Thank you, any one any...

Board Member Hansen: Vice Chair Sexton.

Vice Chair Sexton: Was that Board Member Hansen?

Board Member Hansen: Yes.

Vice Chair Sexton: Go ahead.

Board Member Hansen: I would also like to raise the objection that Ms. Heller – Board Member Heller raised, and it appears that the City Council has determined that the Public Utilities Board meetings should be held in person and I'd like to kind of compare and contrast those two Boards. The Civil Service Board and that Board. I'm not entirely sure, I haven't reviewed the City Charter to determine what exactly the Public Utilities Board does, but I believe that we are unique in that we do have elected members. We have three elected members on the Civil Service Board that are elected by the citizens. I don't believe the Utilities Board has elected members. We are a quasi-judicial body in that we can make decisions after the... both parties have had a full and fair hearing. And I don't believe the Public Utilities Board has hearings held before that Board where decisions are made after testimony of witnesses and after documentary evidence is offered. We also have a legislative function in that we can enact personnel rules with the approval of the City Council, we can propose rules and it would take a two-thirds majority of the Council to overturn our proposed rules. I don't believe the Utilities Board has that authority. So, it's hard for me to understand why Civil Service Board is excluded from in-person meetings, but the Utilities Board is not. And, I'd like to also add that Ms. Heller – or Board Member Heller has stated, it's very difficult to have a Zoom meeting when we have a hearing where we have witnesses testifying and exhibits are offered. I've done those in the past and there are some difficulties. I think I mentioned the last meeting that I have problems with my internet and I actually had to go on the phone. We don't know if witnesses would have that problem, or the other parties, the attorneys would have that problem. And so, it becomes really, um, a big problem for us. And as I said the Utilities Board is meeting in person, I don't believe they have hearings

where testimony is offered, or exhibits are offered. So, for those reasons, I'd like to just agree with Board Member Heller that there's really no reason for us to distinguish the Civil Service Board from the Public Utilities Board and not have us—or allow us to have in-person meetings.

Board Member Heller: Vice Chair Sexton?

Vice Chair Sexton: Um, I hear someone.

Board Member Heller: It's me. It's Board Member Heller.

Vice Chair Sexton: Oh, ok. I don't see you anywhere...

Board Member Heller: I can't turn on my camera....

(Both Vice Chair Sexton and Board Member Heller both speaking)

Vice Chair Sexton: Oh, ok. Board Member Heller.

Board Member Heller: So, I'd like to move at this time that the Civil Service Board schedule the Harris appeal on the first date possible in our regular meeting schedule and that it be held in person. That's my motion.

Vice Chair Sexton: Uh, Board Member Hansen, were you going to second that?

Board Member Hansen: Yes. I would like to second that motion.

Vice Chair Sexton: Alright.

Wendy Hobson: Vice Chair Sexton?

Vice Chair Sexton: Yes.

Wendy Hobson: Deputy City Attorney Martha Lantz has her hand up.

Vice Chair Sexton: I'm sorry Martha. Oh, that's what that is. Please, Martha please.

Deputy City Attorney Martha Lantz: That's ok. Um, and I think you've got your... you can go ahead and finish your motion. I mean, I think you've got that, and you can make that motion and see if you get a majority to pass that. All I was going to say is at this point, you know, I understand your position and, you know, you are asserting your position, the position in the form of this motion which I think you should go ahead and vote on and then I'll speak to the information that I have.

Vice Chair Sexton: Ok. Um, is there any more discussion? I would like to speak to this at some point, but is there...

Deputy City Attorney Martha Lantz: I think you've got Board Member Klein. Sorry.

Vice Chair Sexton: Please, go ahead Board Member Klein.

Board Member Klein: Thank you. So, I'm a little bit confused on this because I've followed this as you folks have and it's the position that, I don't know if you define it as ordinance or whatever its legal form is, but it's issued by the Mayor in conjunction with the Emergency Orders of the Governor. And so, my struggle is, I understand how you guys feel, and I think your arguments make good sense in terms of it being a better format, but if the Proclamation is such that we can't violate it, then are we doing something that helps the cause to get the Mayor to change her mind or just making her mad?

Board Member Heller: Board Member – or Vice Chair Sexton?

Vice Chair Sexton: Yes, Board Member Heller.

Board Member Heller: Thank you. Board Member Klein, I hear what you're saying, and I understand. I would also say that the Governor has lifted the social distancing and masking conditions. So, this emergency as has the King County Executive Director, I'm not sure about Pierce County Executive Director, I think they have as well. It's not a lawful requirement at this point that we can't do as the City Council does, have in person meetings. At the same time, the emergency rule is not being consistently applied, as the Tacoma City Council and the Tacoma Public Utilities Board are both being authorized to meet in person. So, therefore, as duly elected Board Members, I think that we have, um, the right to cast a motion and to meet in person to hear these important appeal hearings. Like I said., on meetings that we don't have any hearing, I don't see any problem with continuing to conduct our business virtually, but when it comes to issues that are important matters of the public, we need to be able to meet in person, to not have technology impairments to our meetings and be able to, um, clearly hear and make decisions in the best interest of the City. (Background noise, phone ringing) Sorry about that.

Vice Chair Sexton: Sure. Is that every---

Board Member Hansen: Vice Chair? Oh. I'm sorry.

Vice Chair Sexton: Is that Board Member Hansen?

Board Member Hansen: Yes.

Vice Chair Sexton: Go ahead.

Board Member Hansen: I think Board Member Heller... did I interrupt you, or were you done?

Board Member Heller: I was done. I was just apologizing for my phone going off.

Board Member Hansen: Oh. Ok. I just wanted to add that I think for the record we're making the motion and voicing our objection to the position of the City Council. I think it's a practical matter if we were to try to set this up as an in person hearing that we would try to arrange, we would arrange to have that held in Council Chambers at our usual meeting place and I think that we would probably end up with somebody telling us that they aren't going to permit us to do that. So, that's probably how it's going to play out, but I certainly think that we can, for the record, make this motion and voice our objections and go from there. I, you know, I think we can certainly request that this, that we be allowed to use the chambers for this hearing whether or not that actually happens, I don't know. I don't know who would be making that request. Whether that be Ms. Hobson, or Ms. Lantz, or someone could make that request. I guess the worst that could happen is they can say no. But we've voiced our objection for the record.

Vice Chair Sexton: Alright. Um, before we, before we vote on the motion, um, I think the maker of the motion is going to have to, um, read it for all of us so we're clear again on what it says because I'm not able to do that.

(Vice Chair Sexton and Board Member Heller both speaking)

Vice Chair Sexton: My thoughts on this were more on the hearing than anything else. We have a very important hearing coming up and I think it's impossible to have a full and fair hearing sometimes in the chambers our hearings would go on for hours. We've had hearings that have gone on for over, uh, over the course of a couple of nights. And I think to try and do that under these conditions would just be impossible. Um, you know, many times in a hearing, there is new evidence presented. And there's new evidence presented and handed out to both sides and to us and that would be impossible over Zoom under these conditions. I just think that, uh, that there's no way that anyone is going to be happy or satisfied that they received a full and fair hearing. And I hope and I expect that the City would join us, and the City would agree to that position that this hearing, at least, this hearing has to be held in person in the chambers. Um, I, we, you know, we can do meetings in the chambers, our regular meetings, are a separate issue. It might hurt the cause, but, uh, you know, I think this is too important to get wrong and it's something that we just have to do in person, we have to be there. So, that's my thoughts on it. Uh, if there's no more discussion –

Board Member Klein: Vice Chair Sexton?

Vice Chair Sexton: Yes, please.

Board Member Klein: That was an eloquent defense of that position and I can feel where you are coming from. Being new here, I don't understand, and I think Board Member Hansen kind of touched on it. A motion in which we request the City correct this grievous error that is not in the best interest of the citizens of Tacoma, have you already requested it and it been denied? That's where I struggle with it. It seems like we are jumping straight to an in-your-face, we're going to hold this meeting in public regardless of what you think Mayor vs. have we formally asked her to fix it first and give her the opportunity to do the right thing?

(Board Member Hansen and Board Member Heller both speaking)

Board Member Hansen: Now I think Martha – Ms. Lantz had her hand up before me, I'm sorry. Go ahead.

Deputy City Attorney Martha Lantz: Sorry, I don't mean to refresh recollections, but the Board in your last two meetings have communicated this very same position and it was advanced in the form of a letter back to, well, um, no. You asked me to ask, to find out what was going on. The Mayor has Emergency Rule #5 in place, and she hasn't rescinded it. I think I sent everybody a copy of that. So, sort of to the practicalities of it, that is where we lie. I mean, I understand that you are indicating disagreement, but it's been essentially we've asked once, and the response is the Emergency Rule is in place until rescinded and she hasn't rescinded it yet. So, to your point Board Member Hansen, the practicalities and, sort of, logistics of it all, my sense is your motion would be made, but you know, if that Emergency Rule #5 remains in place then the facilities of the City would not be offered or allowed because it would be inconsistent with the Emergency Rule the Mayor has in place. Now, how much longer that's going to stand in place, I don't know. I don't have any specific information. But, to Board Member Heller's point, these things are being lifted and removed fairly rapid clip so it could be, even by the time of your next Board Meeting, what month is this, in June, it could be. The only other point that I wanted to just leave you with was on the logistics of holding a hearing in this virtual format. You did have the Zebulah Farrow hearing, which was quite complex, and quite extensive. It went on for a number of hours, there were numerous witnesses, evidence was exchanged, documents were presented and that went very well honestly. I mean, it went off without a glitch. And with regard to this appeal, I don't think it's going to be like that. I don't think there's going to be documentary evidence, and we haven't heard anything to that effect yet.

Board Member Heller: Vice Chair?

Vice Chair Sexton: Board Member Heller?

Board Member Heller: So, I would disagree. I remember that hearing and I think it was very problematic. I just, in the middle of Martha Lantz's information she was providing, my system froze up and missed half of it. And that happens during the course of the hearing as well. People were trying to talk, and they could not speak because we had technology issues. There were times where it was frozen, whether it was our home systems that could not keep up with or have enough bandwidth or whether it's the City's system. I don't know, but it has not been effective. It hasn't worked well. And, while I agree with Board Member Hansen that the City could certainly deny us the use of their facilities should we pass this motion on. At the same time, also, um, we're not absolutely required to meet at City facilities. As similar to, again, the City Council that occasionally goes into the field to have Town Hall type meetings at different park locations and stuff. We could also go to a Metropolitan Park location, a conference room, we could go to a Pierce County large conference room. There are a number of facilities that we could go to outside of City facilities and hold our hearing, if it's necessary. So, um, I would say that it's more important to be able to hold a functioning hearing where both sides are heard by all voting members of the Board.

(Vice Chair Sexton and Board Member Hansen both speaking)

Vice Chair Sexton: Board Member Hansen?

Board Member Hansen: I think trying to use other facilities is going to be problematic and part of the problem is that these hearings need to be recorded because we need to create a record in case of appeal to Superior Court. And to find a facility that has the recording apparatus for the hearing may be proved to be quite problematic. Um, and I think as a political matter, we need to maintain a relationship with the Council, such that we are attempting to cooperate with each other and go through the proper channels. And I'm just afraid that if we go off and do something, or off to some other facility, that we're going to create a lot of bad feelings. And I think in the future we want to be able to work with the City Council. I think there's a number of issues that will come up in the future, in particular possible new personnel rules that will address some of the outstanding issues that we've been talking about over the years. And I think we're going to need, um, some cooperation with the Council to do that. So, I'd really hate to really, um, not have a good working relationship over this particular issue. I think this is going to be resolved sooner or later. I mean, as Board Member Heller stated in the past, COVID is now the new normal. And from what I've read it doesn't appear that COVID is going to go away like it did in 1918. Um, and so this is something that we're going to be faced with for years future. And so, to maintain Emergency Rules indefinitely is just something that is not workable, and in fact would go contrary in terms of the City Charter that all of us Elected Officials and Members of the Board follow. Um, and so, I think, what I do suggest is that... and I'd also like to state that the letter that was sent to Mayor Woodard I believe did not mention the in-person issue. I think that was limited to the residency/competitive examination issue. I could be wrong, but I'm pretty sure.

Deputy City Attorney Martha Lantz: No, you're right.

Board Member Hansen: Board Member Heller and I both emailed the Council about the meeting in person issue, and to this day we have not received a reply to those emails that we both sent. So, what I would suggest is that Ms. Lantz, given your legal training and your understanding of hearings; I know that you don't entirely agree with our position, but if you or someone else could articulate our position to whoever is going to be making that determination on whether or not we could use those facilities, I think that's all we can do at this point. Like I said, we've attempted to articulate our positions in our emails, and it might be useful to do that again. At some point, I think some of us or one of us need to address these issues with the Council in person. I think it would be useful because we could have kind of a dialogue on these things and perhaps reach some kind of resolution. The residency issue is a very important issue also given that the majority of the voters struck down a proposal to eliminate the residency requirement. Those are things that are kind of burning issues Board Member Klein; those are issues that we have outstanding that you're going to be working on with us as well.

Vice Chair Sexton: Board Member Hansen, first things first. We have a motion on the floor still, currently so we want to stick to that right now. If I may, to our Counsel, Ms.

Lantz, are you familiar with the wording, the exceptions that the City has made to the emergency rule?

Martha Lantz: Yes, it's in Proclamation of Emergency Rule No. 5 which was issued by the Mayor on February 22, 2022 where that rule says the City Council and the Public Utility Board as of that date, have the option of holding their public meetings in hybrid format that includes an in-person component and a remote component. Effective as of that date, all other public meetings for the City of Tacoma shall be held in virtual remote format only. That is the latest from the Mayor that I was referencing, and of this moment, it has not been lifted. Again, I don't know a date certain, but I also think it is reasonable to assume that it isn't going to be much longer. I just can't give you any more certainty than that. The only other thing that I would add, in terms of due process and fair hearing is that we've had multiple challenges and court cases with questions about appellants, plaintiffs or defendants; are they being afforded due process by retreating to virtual court proceedings. Courts and jurisdictions across the country have allowed that to happen so I appreciate that it's not ideal and that there might be glitches, but I just want to say that it's not a true due process prohibition to conduct a virtual hearing.

Vice Chair Sexton: Alright. Duly noted. I don't think these are absolutely ideal conditions, but duly noted. Thank you. Board Member Heller, if there is no more discussion, could you read us your motion?

Board Member Heller: Sure. I have moved that we have (interrupted)

Vice Chair Sexton: I can't hear you. Can you turn up a little?

Board Member Heller: You can't hear me?

Vice Chair Sexton: Try again.

Board Member Heller: So, I had moved that we would meet in person at the next possible time within our next regular meeting schedule to hear the appeal before us of Mr., I forget the name at the moment. To hear his appeal in person by the members of this board.

Vice Chair Sexton: That was seconded by Board Member Hansen. I think that's a pretty good motion. I think we've thoroughly discussed it. I don't see...

Board Member Heller: Call for the question.

Vice Chair Sexton: I don't see any other discussion and the question has been called for. All in favor, say aye. All opposed say nay.

Board Member Klein: I'd like to abstain.

Vice Chair Sexton: And one abstention.

VOICE VOTE: 3 AYES, 0 NAYS, 1 ABS (KLEIN).

Vice Chair Sexton: Alright, we're moving on.

Actions on Matters Still Pending / New Business:

Wendy Hobson: None this evening.

Considerations of Matters Set for Public Hearing:

Director Fritz: Martha Lantz has her hand up.

Vice Chair Sexton: Oh, I'm sorry. Was that for this?

Martha Lantz: Yes, I did have a question. I just wanted, on the motion and duly noted, Ms. Fritz and I will carry that to the City Attorney and to the Mayor and be very clear as to what this board has requested by way of the motion. In terms of the hearing if you recall, Ms. Hobson indicated that she did speak with the Appellant and he wants to go ahead with it even in this non-ideal format, and he wants to do it as soon as possible. We do have a bit of a dilemma here in that he's entitled to a prompt hearing and this has gone on now for a couple months now already.

Board Member Heller: Let me clarify that by making my motion, in no way did I intend to delay his hearing.

Martha Lantz: No, I did not mean that.

Board Member Heller: It was that if possible, to do so in person.

Vice Chair Sexton: Ms. Lantz, I am hopeful that the City would back our position on this. That the City's position would be the same as our position. If the City still opposes having the hearing in person, which they have never taken a position on; but if the City won't let us have the hearing in person then plan B, then it would of course be to schedule it for a zoom hearing. I am hopeful that the City would not want to do this, and I see your hand raised.

Martha Lantz: Yes, I appreciate that. It makes sense to me. Ms. Fritz and I can get this messaging out asap and get an answer. If the answer is that the Mayor feels that the emergency rule in place prohibits in person hearings, then Ms. Hobson can get back in touch with the Appellant and let him know that we're going to try to set a date for zoom so I guess more to come on that. I'm sorry if I indicated that the Board is somehow denying the fair hearing. That wasn't my intent and I apologize if that was perceived as my suggestion.

Vice Chair Sexton: No apologies necessary. Apologies are prohibited.

Board Member Hansen: You certainly didn't convey that impression to me either.

Vice Chair Sexton: Ms. Hobson, Civil Service Coordinator Report, please.

Civil Service Coordinator Report:

Wendy Hobson: I have a few items to report. We have a new board member with us this evening and we'll soon have another new board member, and we are hoping to schedule OPMA and Public Records Training at the June meeting for all of you which Martha will provide. We also need to hold officer elections. The rules and regulations are very outdated, and we need to talk about making modifications to those rules. I will be sending these out to you so you have time to review and can come prepared to discuss. Martha, did you have anything you wanted to add to that?

Martha Lantz: No, that is exactly right.

Vice Chair Sexton: Wendy, what do we know about our other new member? The employee representative.

Wendy Hobson: I believe our Human Resources Director is going to be providing an update on that in her report.

Vice Chair Sexton: Alright.

Board Member Hansen: I had mentioned to Ms. Fritz several months ago if she had suggestions for changes to the rules, and that it would be good to provide that to us. I don't know if that is what Ms. Hobson was referring to or not but that is something that I think would be very useful for us to work on. In the past, I think Ms. Fritz has mentioned some issues that needed to be addressed in the rules. It would be great if we could start working on those as soon as we can.

Vice Chair Sexton: Yes. Wendy, the impression that I got from your report was that; are you referring to the rules on our officer elections?

Wendy Hobson: I was referring to the rules for the board. I think what Board Member Hansen was mentioning was referring to the personnel rules.

Vice Chair Sexton: Ok, and you're saying that there are problems with maybe the officer election rules and that maybe they are outdated or that there is something we need to take a look at and update, and work on. Are you suggesting that is something we should be doing between now and June or what exactly are you suggesting?

Wendy Hobson: Vice Chair Sexton, I'm going to send them to you so that you have an opportunity to review them; you don't want to be discussing these amongst yourselves, we need to do it....

Vice Chair Sexton: Right. I understand.

Martha Lantz: If I could just add to that. The board has two sets of procedural board governance type of rules. One is the one that Wendy was just referring to which are called the board's rules and regulations and in that includes things like officer elections, they haven't been updated since 2011. We thought with a new makeup of the board it would be good to take a look at that. Similarly, we haven't had officer elections, so we should do that. There is a second document that Wendy didn't mention but that is rules governing adjudicative proceedings which also hasn't been updated for at least a decade, if not longer. Just thinking of some housekeeping things with two new members coming on would be a good opportunity to take a look at those things and get them cleaned up. You know, to meet current practices and to make sure that they still make sense the way that they are written. The personnel rules are a different project but also with your new composition, with the newly composed board once you get the employee representative on. That's absolutely a great idea to schedule as a standing agenda item to work on that as a group. That's a pretty big project but I think it is worth working on in open meetings; it is going to take some time and just sort of planning ahead.

Vice Chair Sexton: Yes, great. Wendy, I think we interrupted your report. Was that everything you had?

Wendy Hobson: Yes, I am done with my reporting.

Vice Chair Sexton: Thank you very much. Human Resource Director Report, please.

Human Resources Director Report

Director Fritz: Thank you Vice Chair Sexton, I appreciate it. I have a brief report for you this evening and the first topic is reconstitution. Just letting you know that our second group of employees began their new post pandemic schedules starting on April 18th. Many employees will still be working a hybrid schedule which is partial telework and partially in the office. So far, our reconstitution efforts have gone smoothly but we're keeping a close watch on the increasing number of positive COVID cases in both the City and in Pierce County. There are two more groups that will go through reconstitution and we believe that we will be fully out of the emergency telework and reconstitution situation by fall. We're taking a pretty slow approach, but I think it is cautious and thoughtfully done.

The other thing I wanted to mention to you is that like a lot of other organizations, we are experiencing significant challenges in recruiting for open positions. We have an excellent Talent Services team, many are actually on this call this evening, who are recruiting like crazy. We have more jobs open than ever before. It's really become a problem. For example, in the classified service, our Financial Assistant position in 2016, we had 211 applicants for that list. In 2022, we have only had 78. Same with our Office Assistant classification. In 2016, we had 866 applications, and this year 246. While we hope this is a short-term problem, I believe as Board Member Hansen suggested earlier, it's a clear indication that we need to take a look at our personnel rules and how they impact our ability to attract candidates and hire them in a timely fashion.

Vice Chair Sexton: Shelby? For my clarification just now, are you saying 800 and some applicants for one position?

Director Fritz: It's for the civil service list for that classification so it will be used to fill positions over an entire one-year period.

Vice Chair Sexton: Got it. Ok, what else have you got?

Director Fritz: Last but not least, we received notice just yesterday that the City Clerk has finished the election and an individual by the name of Koree Wick has been selected as the employee representative. That appointment is effective May 24, 2022. Ms. Wick is currently the Director of Administrative Services and Finance with West Pierce Fire and Rescue. She holds a Master of Public Administration Degree and a Bachelor's Degree in Business Administration. It looks like she will be available to join us for the June meeting. I have not met her yet, but she did get a good majority of the votes. Looking forward to working with her as well.

Vice Chair Sexton: It seems strange to me that the term would start after tonight. That's just the way it is, I guess. That seems strange, but that was existing how it was, yeah.

Director Fritz: If I recall, Chair Summers' term ended on the 23rd of May so that is likely why it is starting on the 24th.

Vice Chair Sexton: Well, ok, something for us to look at when we look at the rules. Did I hear someone? Board Member Hansen?

Board Member Hansen: I've always been curious how long does it usually take to hire someone from the date of posting the position to the date that you are offering someone the position? I know that varies but do you have a ballpark?

Director Fritz: It is very difficult because what we do is establish a list once a year. The position is open for a period of time and we get all of the applicants and then establish a list. We use that list for an entire year. So, in the twelfth month, somebody could get hired off that list that was established a year ago. In terms of time to hire, I don't have a number on that because it is so variable, but I invite any of my Talent Services colleagues to pop on if they would like to provide any data on that. It's a very tough number to calculate given the way that we do the hiring.

Vice Chair Sexton: I don't see anyone, maybe uh; I don't see anyone.

Board Member Hansen: I just have another follow up question. So, the list is generated by way of a competitive examination, generally? Then once you have the list, when you have an open position you will select individuals, the top individuals off that list for in person interviews, or zoom or whatever?

Director Fritz: Once applications have been received, candidates typically take some kind of test and are ranked on the list from there. Jessica has popped on, she is one of our HR Managers and she can probably explain this much better than me.

Board Member Hansen: Oh, ok.

Jessica Madrigal: This is a very difficult question to answer and especially in this time. We are having a lower number of applicants applying; we are having to keep the lists open. Some can be relatively fast where we will keep a posting open for 5 to 10 days and as soon as they go through the testing process, we have interviews. It could take up to a month and then sometimes it can take longer because we are not having the number of qualified candidates apply that are able to meet the minimum qualifications, so we are having to go back out and open the list again.

Board Member Hansen: Thanks very much for the information.

Vice Chair Sexton: Thank you. Thanks for popping on, there. Oh, I see someone else has joined us there, did you have something else you wanted to add to that?

Lynn Stehr: Just hear in solidarity.

Vice Chair Sexton: oh, thank you.

Cheryl Bidleman: Chair Summers, this is Cheryl Bidleman, I'm the Assistant Director of Talent Services.

Vice Chair Sexton: Uh, I'm not Chair Summers but go ahead.

Cheryl Bidleman: Sorry. That is such habit. I am so sorry. I just wanted to add to what Jessica and Lynn were contributing there. Ideally, we would hire somebody within several months but keep in mind with the civil service list, the list can be created and then using that same list, somebody who applied nearly a year ago; we would be reaching out to candidates saying hey, you applied 9 months ago or 12 months ago, would you like to work at the City? Many times, we get the reaction, sorry, I don't even remember applying so that is probably the biggest challenge about giving a number about how long it takes once a list has been created. It could be it is a new list and we're hiring right now, and it takes a couple of months or it could be the list is a year old and we're trying to hire now.

Vice Chair Sexton: Thank you very much. Madam Director, are you still reporting?

Director Fritz: That concludes my report, thank you.

Vice Chair Sexton: Thank you very much. With that, are there comments from the public? Hearing none, seeing none, I should check the chat. Anyone see anyone waving? Comments from the Board? I want to welcome and greet Board Member Klein. Welcome, glad to have you on board. Uh, anyone? Going once, going twice. Is there a motion?

Board Member Hansen: I'd like to move that we adjourn the meeting.

Board Member Heller: Second.

Vice Chair Sexton: Uh, someone, is that Board Member Heller?

Board Member Heller: Yep, I seconded.

Vice Chair Sexton: Ok, thank you. We're out of here.

Meeting adjourned: 5:59PM

ATTEST:

DocuSigned by:

Dan Sexton

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Dan Sexton, Vice Chair

DocuSigned by:

Wendy Hobson

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Wendy Hobson, Coordinator